

**CITY CLERK**

**DEFINITION**

Under the general direction of the City Manager or his/her designee, plans, organizes, and directs all functions and responsibilities of the City Clerk's office as specified by the City Council and the City Manager and perform other duties as assigned. May exercise supervision over clerical staff.

**CLASSIFICATION CHARACTERISTICS**

The incumbent performs specialized duties that require a thorough knowledge of policies and procedures pertaining to matters before the City Council such as agendas, resolutions, ordinances, contractual bids and other matters as required by law.

**ESSENTIAL FUNCTIONS**

- Coordinates and prepares agendas for City Council meetings; reviews agenda items for compliance with legal requirements.
- Organizes completed staff reports; reproduces and distributes agenda packages to appropriate individuals and organizations.
- Provides the required public notices for meetings and public hearings.
- Acts as Clerk to the City Council; attends all City Council meetings and records the items before the Council and actions taken regarding the disposition of such items.
- Administers oaths or affirmations; takes and certifies affidavits and dispositions pertaining to City affairs.
- Maintains and provides public access to all City public records; attests, publishes, posts, and indexes and files all ordinances and other City public records.
- Maintains the official City Seal and archives.
- Certifies City documents as being official copies; files affidavits; receives and processes claims filed with and against the City.
- Supervises and conducts municipal elections; receives petitions relating to citizen initiatives, referendums or recalls; ensures that statements of economic interest are filed and that the procedures and guidelines set forth by the State Fair Political Practices Commission are followed.
- Maintains the Municipal Codes and establishes procedures to update the Code as required.

- Supervises, trains, and evaluates assigned personnel.

## **QUALIFICATIONS**

### **Knowledge of:**

- The State Elections Code; State Government Code as it relates to the Office of the City Clerk; State Fair Political Practices Commission guidelines and procedures and the Brown Act.
- Principles and practices of government records management including records retention laws.
- Methods of budget preparation and administration.
- Principles of supervision including training, motivating and evaluating subordinate employees.
- Computer and other office tools and skills including word processing, creation of spreadsheets and data base management.

### **Skill in:**

- Planning and coordinating the work of the office of City Clerk.
- The preparation and administration of a departmental budget.
- Communicating effectively with citizens, City Council members and City staff.
- Interpreting and applying City policies, procedures, rules and regulations.
- Preparing and presenting clear, concise and effective reports and correspondence.
- Interpreting, applying, and explaining complex laws, rules, policies and procedures.
- Independently organizing work, setting priorities and meeting critical deadlines.
- Using tact, discretion, initiative and independent judgment within established guidelines.

- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, the general public, and media representatives.

### **EXPERIENCE AND EDUCATION:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:** Five (5) years of increasingly responsible experience in a City Clerk's operation, including two (2) years of administrative and supervisory experience.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration or a closely related field.

### **LICENSES AND CERTIFICATES**

Possession of Certified Municipal Clerk (CMC) and Notary Public of the State of California certifications are highly desirable; candidates who do not have these certifications must be willing and able to obtain them upon appointment.

Possession of a valid California driver's license.

### **PHYSICAL DEMANDS**

Mobility to work in a standard office environment, use standard office equipment and attend off-site and evening meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderately heavy weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

### **FLSA: E**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.